

Jefferson County Fire Protection District No. 3
a.k.a. Port Ludlow Fire & Rescue
BOARD OF COMMISSIONERS REGULAR MEETING
A G E N D A
June 12, 2001

- I. Call to Order Regular Meeting 7:00 p.m.**
- ✓ **Fessler Easement Request/Tillman Engineering TAB 7**
Michael Anderson & Michael Fessler
- II. Call for Approval of Minutes TAB 1**
- A. **May 22, 2001, Regular Meeting Minutes**
- III. Financial Reports**
- A. **Vouchers TAB 2**
- B. **Monthly Account Updates TAB 3**
- C. **Transfer of Funds – NONE REQUIRED**
- D. **Tax Collection Tracking Sheet TAB 5**
- IV. Port Ludlow Fire Fighters Association &/or Local 3811**
- V. Sub-Committee Reports**
- A. **ALS Update**
1. **June 19th 7:00 p.m. St#33 Joint Board**
2. **Operations Chief Kier**
3. **Other ALS topics?**
- B. **Station #31 Project Update**
1. **LMC Construction & Maintenance Easements**
2. **Footing/Foundation Update**
3. **Contract for Services with FF Association**
4. **Other Station #31 Project Topics?**
- VI. Unfinished Business**
- A. **Olympus Beach Tracts Easement Agreement**
- B. **Port Townsend Paper Mill Emergency Response Agreement TAB 8**
- C. **Local 3811 Labor Negotiations Workshop**
- D. **Other Unfinished Business?**
- VII. Chief's Report Chief Wayne Kier TAB 6**

VIII. New Business

A. Seminars/Meetings

1. **REMINDER: Summer Board Meeting Schedule: Jun/Jul/Aug**
2. **June 21st 7:00 p.m. JCFC&S Assn. Host: Quilcene, Dist.2**
3. **FF ASSOCIATION BARBECUE JUNE 27TH 6 P.M.**
4. **Other Seminars? Meetings?**

- B. City of Port Townsend Hold Harmless Agreement TAB 9**
- C. Resolution #2001-01 Cancellation/Outstanding Warrant TAB 10**
- D. Budget & Planning Workshop/Special Board Meeting**
- E. Other New Business?**

IX. Good of the Order; Questions & Answers

X. Executive Session

XI. Adjournment

JEFFERSON COUNTY FIRE DISTRICT NO. 3

a.k.a. PORT LUDLOW FIRE & RESCUE

BOARD OF COMMISSIONERS

REGULAR MEETING MINUTES

June 12, 2001

CALL TO ORDER:

Chairman Commissioner David Wheeler called the Regular Meeting of June 12, 2001, of the Board of Commissioners for Jefferson County Fire District No. 3, a.k.a. Port Ludlow Fire and Rescue, to order at 7:02 p.m. at Station 33 located at 101 South Point Road, Port Ludlow, Washington.

Commissioners present were Commissioner David Wheeler, Commissioner Roy Raudebaugh, Commissioner Robert Pontius, Commissioner Gene Carmody, and Commissioner Howard Morse. Also present were Chief Wayne Kier and District Secretary Arlene Obtinario.

FESSLER EASEMENT:

Chair Wheeler called on Michael Anderson of Tillman Engineering and Michael Fessler, Station #33 adjacent property owner, for an update on their request for an easement for a driveway to the Fessler property. Anderson explained the buffer exchange with the County; stated the Corp. of Engineers would submit a report within two weeks stipulating the wetland delineation; the Corp. of Engineers was on site June 12th and gave their verbal approval for the proposed easement; and the County has promised to issue the appropriate permit. **MOTION:** Commissioner Pontius moved to approve the revised easement with the buffer exchange on Fire District 3 property and the inclusion of the sewer easement on the Fessler property. Commissioner Morse seconded the motion. The motion carried unanimously.

CALL FOR APPROVAL OF MINUTES:

Chairman Wheeler called for the approval of the May 22, 2001, Regular Meeting Minutes. **MOTION:** Commissioner Raudebaugh moved to approve the minutes as presented. Commissioner Morse seconded the motion. The motion carried unanimously.

FINANCIAL REPORT:

Chair Wheeler reported that he and Commissioner Raudebaugh had reviewed the bills; they are correct, in order, and appropriate for pay; the vouchers total \$47,346.16. **MOTION:** Commissioner Raudebaugh moved to approve payment of the vouchers. Commissioner Carmody seconded the motion. The motion carried unanimously.

Chair Wheeler called for review of the May 31, 2001 Monthly Account Updates (included with these Minutes) and subsequent approval. **MOTION:** Commissioner Carmody moved to approve the specified financial report. Commissioner Raudebaugh seconded the motion. The motion carried unanimously.

Chair Wheeler stated no need for a Transfer of Funds.

Chair Wheeler called for a brief review of the Tax Collection Tracking Sheet and noted the first half of the 2001 taxes has been received.

Chair Wheeler called for the **PORT LUDLOW FIRE FIGHTERS ASSOCIATION &/or LOCAL 3811** report. There was no one in attendance, however, Chief Kier reminded the Board of the Association picnic and the fact the FF Association has a car wash fundraiser planned for the coming weekend.

Chair Wheeler called for **SUB-COMMITTEE REPORTS**

ALS Update Chair Wheeler stated the Joint Board meeting is at 7 p.m. on June 19th at Station #33. Chief Kier circulated a run report on the MED13 responses for the Board's review. Chief stated the financial input from each District 1 and 3 is 50/50, but the service output is not 50/50. Chief Kier recommended the Joint Board review and update the Interlocal Agreement; stated deployment should not be based on politics; and the response time disparity could be remedied by placing medics in Port Ludlow in an equitable scheduling system.

Station #31 Project Update Chief Kier reported the easement documents did not get signed at the last LMC meeting; the County Public Works wants our contractor to bore underneath Foster Lane and the contractor had bid on the job by trenching method; a construction meeting is set for Wednesday.

Chief contacted Lawhead regarding the cost of the footing/foundation upgrade; to date there have been no additional costs; architect believes the problem was caught early enough; there would be a change order cost from the contractor for the additional time and materials.

Chief Kier talked with the Board regarding Lawhead's architectural fee; he explained that Lawhead's original fee was based on the bid estimate for a smaller building; and he shared the A/E FEE SCHEDULE showing the appropriate percentage based on the actual bid award to Primo Construction. The Board asked for a detailed breakdown of the payments paid to date to Lawhead.

Chair Wheeler asked that the public record show his compliment to District Secretary Obtinario for her excellent and proper work on an extremely important and crucially successful bid process.

Chief Kier asked the Board to consider a contract for services with the Fire Fighters Association to coordinate the landscape project for the new fire station. Generally, the Board agreed, but the question of insurance was raised.

Chief Kier asked the Board's approval to task individuals to put together a list of furniture needs for the new fire station. The Board agreed and Chair Wheeler stated the need to purchase quality products that would last for several years.

Chair Wheeler called for **UNFINISHED BUSINESS:**

Olympus Beach Tracts Easement Agreement District Secretary Obtinario reported she has received the signed easement agreement from the water Board and she would be recording the final document with the Jefferson County Auditor.

Port Townsend Paper Mill Emergency Response Agreement Chief Kier asked the Board to carefully study his report on his visit to the Port Townsend Paper Mill; he stated he believes the proposed agreement needs more specific language, it is too vague; Chief said he is not opposed to helping, but does not feel comfortable with the Board signing the agreement as written; Commissioner Pontius stated the contract should read exactly what we can and will do, not what the Mill expects us to do.

Local 3811 Labor Negotiations Workshop Chief Kier asked the Board for approval to meet with the union's negotiation team on an informal basis, and then, if there are unresolved issues, take the negotiations to a more formal level. The Board agreed to allow Chief Kier to proceed.

Chair Wheeler called for **Other Unfinished Business.** Commissioner Carmody asked about Chief Kier's work schedule and the Chief's request for the Board to consider some reorganization in the District. Chair Wheeler stated a workshop is under New Business and suggested this reorganization topic would be good material for a workshop meeting.

Chair Wheeler called for the **CHIEF'S REPORT.** (The Chief's Report is included as part of these Minutes.) Chief Kier asked the Board to review his report and to give him a call with any questions.

Chair Wheeler called for **NEW BUSINESS:**

Seminars/Meetings Chair Wheeler reviewed the functions listed on the Agenda. Also, Chief Kier informed the Board of the upcoming DNR FireWise conference and asked if some of the Commissioners could attend. Commissioners Morse, Carmody and Pontius expressed interest. Chief Kier stated that DNR had asked him to speak at the conference because he is one of the few fire chiefs on the Westside who has had a significant urban interface situation (1989). Chief Kier had to decline the speaking engagement because of a prior commitment.

City of Port Townsend Hold Harmless Agreement Chief Kier explained to the Board that the City of Port Townsend is signing over a surplus aid vehicle to the Fire/Arson Investigation Team and District 3 has agreed to take possession of the unit on behalf of the investigation team. Chair Wheeler signed the agreement on behalf of Fire District 3.

Resolution #2001-01 Cancellation/Outstanding Warrant District Secretary Obtinario presented Resolution No. 2001-01 to the Board for adoption; she explained that the warrant had been reported lost by Lt. Ben Andrews; the County Treasurer needs formal documentation of cancellation on file; and the lost warrant had been replaced. **MOTION:** Commissioner Howard Morse moved to adopt Resolution No. 2001-01 Resolution to Cancel Outstanding Warrant for

the cancellation of Warrant No. 213763, dated March 20, 2000, in the amount of \$110.50. Commissioner Pontius seconded the motion. The motion carried unanimously.

Budget & Planning Workshop/Special Board Meeting Chair Wheeler explained his desire to meet with his fellow Commissioners in an informal, non-decision making, workshop setting; expressed his belief that there are several topics that need careful consideration; there isn't ample time for thorough discussion in the formal, Regular Board Meeting setting; and a workshop meeting does not require recorded minutes since no action can be taken. The Board agreed to participate in a budget and planning workshop in July or August.

Chair Wheeler called for **Other New Business** and there were no responses.

Chair Wheeler called for **GOOD OF THE ORDER; QUESTIONS & ANSWERS.**

the office was closed.

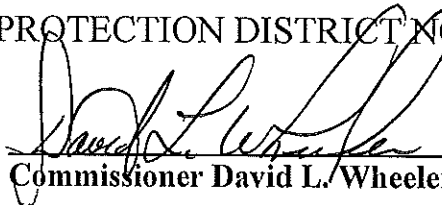
- Commissioner Pontius asked if the business office is open for business on Fridays; he stated he had stopped 2 different Fridays and ~~had been unable to get into the office~~. D.S. Obtinario asked if she had forgotten to give Commissioner Pontius a key to the office and he replied that he does have a key, but did not have the key with him. Obtinario went on to explain that Friday afternoons are customarily the slowest/quietest day of the workweek and, on occasion, she has given Admin. Asst. Connie Howland permission to leave early when her work is done. Also, if Connie needs a Friday off, and Chief Kier doesn't have specific needs, Fridays are not always filled in an effort to keep the admin overtime expense down.
- Commissioner Wheeler said a large black bear has been spotted on the golf course.
- Commissioner Morse said Bob Hellander, our EMS Council Consumer Rep, has a medical challenge, so has dropped off on his duties. Howard asked others to check on Bob.
- Commissioner Pontius reported he has spotted a cougar in the Port Ludlow vicinity.
- Chief Kier asked the Board for approval to purchase a riding lawnmower; 42" mowing blade, 18 hp; cost range \$1600 - \$3000. Commissioner Raudebaugh asked for the specific purchase price. No action was taken.

Chair Wheeler called for no **EXECUTIVE SESSION.**

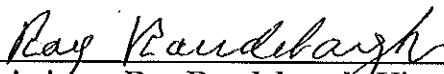
ADJOURNMENT: There being no further business, Chair Wheeler called for adjournment at 9:04 p.m.

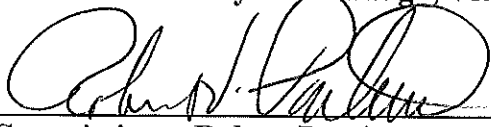
JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3

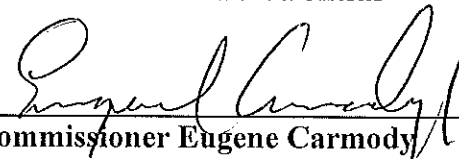
SIGNED: BY:



Commissioner David L. Wheeler, Chairman

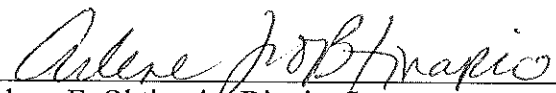
BY: 
Commissioner Roy Raudebaugh, Vice-Chairman

BY: 
Commissioner Robert Pontius

BY: 
Commissioner Eugene Carmody

BY: _____
Commissioner Howard Morse

ATTEST:

By: 
Arlene F. Obtinario, District Secretary